

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 October 1956

FROM : Chief, Clerical Training

25 YEAR RE-REVIEW

SUBJECT: Week of 25 September - 1 October 1956

1. Numbers in Clerical Induction Training. During the week of 25 September there were 104 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 29 people for the week of 25 September.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 25 September were as follows:

	Tested	Qualified
Shorthand	19	2
Typewriting	26	18

4. Official Agency Testing Administered by Clerical Refresher Training. On 25 September 1956, Clerical Refresher Training administered the official Agency typewriting and shorthand tests. The results are as follows:

	Tested	Qualified
Shorthand	3	0
Typewriting	2	1

5. Special Testing. On 28 September 1956, Mrs. [] administered a typewriting test to twelve servicemen who have come on duty and will be assigned to the Office of Communications. This testing was in the nature of pre-testing. These men will receive special training in that office at the time of their assignment. 25X1

6. "Communism" in Clerical Orientation. The new 3½ hour program on Communism, inaugurated in the Clerical Orientation course the week of 17 September and presented by a staff member from the School of International Communism, is proving to be very successful. Mr. [] has been the instructor to date; his approach is stimulating and enthusiastic, and his material is well selected and properly geared to the needs of the class.

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One interesting facet of this program is the written critiques requested of the students. Their remarks show that they absorb the content of the lectures and films. They are able to assimilate the facts and draw some conclusions of their own concerning the objectives of communism.

7. Clerical Orientation Schedule. The change in the schedule of the Clerical Orientation course from Monday, Tuesday and Wednesday, to Tuesday, Wednesday and Thursday, which began the week of 17 September, is proving to be very satisfactory. In fact, the presentation of the Security briefing and the Intelligence Orientation briefing preceding this course has some very definite advantages. When the number of students is so large that all cannot be accommodated in the correspondence workshop on Thursday, the group is divided three ways instead of two ways and the third group returns for its workshop practice on Friday morning. Such scheduling was impossible previously because of the conflict with the "briefing" programs.

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OTR/CT:MAH:jdm (2 October 1956)

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